

5506 - POLICE RECORDS SUPERVISOR

NATURE OF WORK

This is responsible, technical, and supervisory work in the storing, maintenance and retrieval of Police Department records and files, utilizing computerized systems. An employee in this classification will have the responsibility of supervising and coordinating the daily activities of workers engaged in maintaining and retrieving varied police records and files.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Coordinates and directs through subordinate staff, activities of the unit involved with Police records management and supporting technical, clerical and other services.

Develops and coordinates work assignments, resolves problems, prepares work schedules, and sets deadlines to ensure completion of unit functions.

Assists with the preparation of unit's standard operating procedures and training manuals.

Trains personnel in new procedures or operation and maintenance of equipment.

Responds to or assists subordinates in responding to unusual or difficult situations and resolving problems.

Investigates and resolves citizen complaints.

Assists with preparation of the unit's annual budget.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of criminal charges as pertaining to statutory felony and misdemeanors. Knowledge of police and legal terminology as applied to criminal charges, and of the legal requirements involved in the maintenance, deletion, and sealing of police criminal records and reports.

Knowledge of effective supervisory procedures and practices.

Knowledge of applicable federal, state, and local laws, ordinances, and regulations.

Skill in the operation of office and keyboard equipment.

Ability to evaluate and resolve problems effectively.

Ability to prepare meaningful and informative special and regular reports, as required.

Ability to plan, organize, supervise, and evaluate the work of subordinate personnel in a manner conducive to full performance and high morale.

Ability to communicate effectively, both verbally and in writing.

Ability to train subordinates in the operation and use of police data terminals and computerized equipment.

Ability to make prompt decisions in accordance with departmental rules and regulations.

Ability to research and verify information and resolve discrepancies.

Ability to establish and maintain effective working relationships with subordinates, other employees and officials, the general public, and representatives of other law enforcement agencies.

MINIMUM REQUIREMENTS

Considerable experience in records keeping as related to computerized information systems, including some supervisory experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by an administrative superior; work is performed with limited direct supervision and with some latitude for use of independent judgment usually following established methods and procedures. Work is reviewed for conformity with established administrative and departmental policies and standards.

SUPERVISION EXERCISED

Supervises and is held accountable for the work activities of subordinate technical and clerical personnel.

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